








Role Description: **Scrutiny Board Chair**






Accountabilities:

-  Full Council
-  The Public
-  The Panel

Responsibility:






-  Personal responsibility to represent the whole of Sandwell at scrutiny meetings.
-  To support all partnership working within the scope of the scrutiny panel function, have knowledge of the shared partnership priorities and through scrutiny, contribute to the delivery of the Vision 2030 and the Corporate Plan.
-  To contribute to the corporate duty of well-being, good community relations and the promotion of sustainability within the scope of the scrutiny committee function.
-  To ensure the full involvement of local people and communities in the decision-making process of the council, as necessary.

Leadership and direction:











-  To provide leadership and direction to the scrutiny panel, contribute to the development of the overview and scrutiny function and ensure that the scrutiny panel carries out the functions set out in the Constitution.
-  To contribute to the co-ordination of the work programme with other scrutiny chairs and ensure the work programme is member led and contributes to delivery of the Vision 2030 and Corporate Plan.
-  To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officers and other members and encourage member and partners engagement in scrutiny activities developing external relationships with community representatives.
-  To actively seek out best practice in other authorities and report back to the Chair of the 2030 Panel.
-  To share best practice nationally and aim to be an exemplar of best practice.



Member Development:

-  To encourage continuous member development for scrutiny roles, identify training and development requirements for scrutiny chairs, vice chairs and members.
-  Share learning and experience.
-  Undertake compulsory skills training (questioning and chairing)
-  Undertake appropriate awareness training on key topics that fall under the remit of the scrutiny panel.
-  Maintain personal skill sets and develop a personal development plan (PDP) for your role.




Effective relationships and meeting management:

-  To ensure that the scrutiny panel carries out the functions set out in the Constitution.
-  To chair meetings of the panel, including any convened to consider any items that have been called-in or referred under Call for Action.
-  To monitor and challenge members non-attendance and behaviours at meetings.
-  To develop a constructive 'critical friend' relationship with officers and executive members and attend meetings to be briefed on all matters affecting the relevant service(s) and the forward plan.
-  To make adequate and appropriate preparation for meetings, read relevant papers and reports and attend meetings with the Cabinet Member, Director and officers as appropriate.
-  To engage partner agencies in the work of the scrutiny panel and promote a constructive approach to scrutiny work.
-  To present findings of scrutiny panel work to the Executive and/or at meetings of the Council.
-  To manage and guide the panel's work, to scrutinise relevant issues relating to service delivery and decisions taken by the Executive.
-  To engage partner agencies in the work of the scrutiny panel and promote a constructive approach to scrutiny work.
-  To contribute to the development of service policy through the scrutiny function.









Values:

To be committed to the values of the Council:

-  **Trust:** show respect, personal impact, open and honest.
-  **Unity:** customer focus, team worker, communicate effectively.
-  **Progress:** open to change, performance focus, team results.





To hold the values in public office:

-  Openness and transparency
-  Honesty and integrity
-  Tolerance and respect
-  Equality and fairness
-  Appreciation of cultural difference
-  Sustainability









Role Description: **Scrutiny Board Vice- Chair**





Accountabilities

-  Full Council
-  The Public
-  The Committee
-  Chair of the appropriate scrutiny committee

Role purpose and activity





-  Adults, Children and Education and Health Vice Chairs;
-  2030 Scrutiny Panel Vice Chairs will each take the lead on one of the following areas of work:
 -  Chair the Finance Sub-Panel
 -  Chair the Performance Management Sub-Panel
 -  Lead on the training and development of Scrutiny Members (see separate role description).
 -  Lead on co-ordinating and advising on the scrutiny reviews, task and finish groups and Inquiries (see separate role description).

Responsibility:






-  Personal responsibility to represent the whole of Sandwell at scrutiny meetings.
-  To support all partnership working within the scope of the scrutiny panel function, have knowledge of the shared partnership priorities and through scrutiny contribute to the delivery of the Vision 2030.
-  To contribute to the corporate duty of well-being, good community relations and the promotion of sustainability within the scope of the scrutiny committee function.
-  To ensure the full involvement of local people and communities in the decision-making process of the council, as necessary.









Leadership and direction:

-  To provide leadership and direction to the scrutiny panel, contribute to the development of the overview and scrutiny function and ensure that the scrutiny panel carries out the functions set out in the Constitution.
-  To deputise for the Chair in the preparation for and at Scrutiny meetings as required.
-  To contribute to the co-ordination of the work programme with the scrutiny chair and ensure the work programme is member led and contributes to delivery of the Vision 2030.
-  To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officers and other members and encourage member and partners engagement in scrutiny activities developing external relationships with community representatives.





Member Development:

-  To encourage continuous member development for scrutiny roles, identify training and development requirements for scrutiny chairs, vice chairs and members.
-  Share learning and experience.
-  Undertake compulsory skills training (questioning and chairing)
-  Undertake appropriate awareness training on key topics that fall under the remit of the scrutiny panel.
-  Maintain personal skill sets and develop a personal development plan (PDP) for your role.

Effective relationships and meeting management:




-  To ensure that the scrutiny panel carries out the functions set out in the Constitution.
-  To chair meetings of the panel, in the absence of the Chair, including any convened to consider any items that have been called-in or referred under Call for Action.
-  Monitor and challenge members non-attendance and behaviours at meetings.
-  Develop a constructive 'critical friend' relationship with officers and executive members and attend meetings to be briefed on all matters affecting the relevant service(s) and the forward plan.
-  To make adequate and appropriate preparation for meetings, read relevant papers and reports and attend meetings with the Cabinet Member, Director and officers as appropriate.
-  To engage partner agencies in the work of the scrutiny panel and promote a constructive approach to scrutiny work.









-  To present findings of scrutiny panel work to the committee, Executive and/or at meetings of the Council as required.
-  To assist the Chair to manage and guide the committee's work, to scrutinise relevant issues relating to service delivery and decisions taken by the Executive.
-  To engage partner agencies in the work of the scrutiny panel and promote a constructive approach to scrutiny work.
-  To contribute to the development of service policy through the scrutiny function.

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-  Equality and fairness
-  Appreciation of cultural difference
-  Sustainability







Role Description: **Scrutiny Board Member**






Accountabilities:

-  Full Council
-  The Public
-  Chair of the appropriate scrutiny committee

Responsibility:









-  Personal responsibility to represent the whole of Sandwell at scrutiny meetings.
-  To support all partnership working within the scope of the scrutiny panel function, have knowledge of the shared partnership priorities and through scrutiny contribute to the delivery of the Vision 2030.
-  To contribute to the corporate duty of well-being, good community relations and the promotion of sustainability within the scope of the scrutiny panel function.
-  To ensure the full involvement of local people and communities in the decision-making process of the council, as necessary.

Member Development:

-  To participate in continuous member development for scrutiny roles, identify training and development requirements for scrutiny.
-  Share learning and experience.
-  Undertake compulsory skills training (questioning)
-  Undertake appropriate awareness training on key topics that fall under the remit of the scrutiny committee.
-  Maintain personal skill sets and develop a personal development plan (PDP) for your role.






Effective relationships and preparation:







-  To make adequate and appropriate preparation for meetings read relevant papers and reports, and to attend meetings to be briefed on all matters affecting the relevant service(s) as necessary.
-  To participate fully in the activities of overview and scrutiny, the development and delivery of its work programme and any associated task and finish groups under the guidance of the Chair.
-  To monitor the council's decision-making process, contribute to holding the Executive to account, monitoring performance and service delivery.
-  To contribute to the development of overview and scrutiny in Sandwell and share learning and experience.
-  To contribute to the scrutiny of scrutinising of draft policies, and improvement and refinement of existing policy. To identify where new policies might be required to address forthcoming legislation.
-  To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officers and other members and external relationships with community representatives.
-  To use scrutiny as a means to carry out community engagement, address community issues and engage the public in forward work programmes.
-  To participate in joint scrutiny - to work effectively with partner scrutineers from other authorities and organisations.

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Role Description: **Scrutiny Co-opted Member**

Council can co-opt members to panels – people from the community with specific expertise and knowledge. Some co-options are statutory, for example, religious representatives on education scrutiny panels. In other instances, councils have the opportunity to invite interested members of the community to serve on other committees. For example, a representative of the Tenant Review Panel to consider housing matters on the relevant scrutiny panel. Scrutiny panels can also invite local people or professional people to be co-opted members or to consider a specific issue as part of a scrutiny review or task and finish group. It can be useful to include people who may not be strongly represented, such as business people, young people and people from ethnic minorities.





Accountabilities:

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-  Chair of the appropriate scrutiny committee

Responsibility:








-  Personal responsibility to represent the whole of Sandwell at scrutiny meetings.
-  To support all partnership working within the scope of the scrutiny panel function, have knowledge of the shared partnership priorities and through scrutiny contribute to the delivery of the Vision 2030.
-  To contribute to the corporate duty of well-being, good community relations and the promotion of sustainability within the scope of the scrutiny panel function.
-  To ensure the full involvement of local people and communities in the decision-making process of the council, as necessary.

Training and Development:

-  To participate in awareness and skills training for the scrutiny role.
-  Share learning and experience.
-  Undertake compulsory skills training (questioning)
-  Undertake appropriate awareness training on key topics that fall under the remit of the scrutiny panel.






Effective relationships and preparation:







-  To make adequate and appropriate preparation for meetings read relevant papers and reports and attend meetings to be briefed on all matters affecting the relevant service(s) as necessary.
-  To participate fully in the activities of the overview and scrutiny, the development and delivery of its work programme and any associated task and finish groups under the guidance of the Chair.
-  To monitor the council's decision-making process, contribute to holding the Executive to account, monitoring performance and service delivery.
-  To contribute to the development of overview and scrutiny in Sandwell and share learning and experience.
-  To contribute to the scrutiny of scrutinising of draft policies, and improvement and refinement of existing policy. To identify where new policies might be required to address forthcoming legislation.
-  To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officers and other members and external relationships with community representatives.
-  To use scrutiny as a means to carry out community engagement, address community issues and engage the public in forward work programmes.

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